

### REQUEST FOR TRANSFER OF FUNDS

FORWARD **ONE** (1) COPY TO THE BUSINESS OFFICE NO LATER THAN THE TUESDAY PRECEDING THE NEXT BOARD MEETING.

From time to time an emergency arises when an item is needed but was not included in the budget, or when insufficient funds were budgeted for an item. If such item is a necessity, you may request a fund transfer on this form, showing all necessary information. The Assistant Superintendent, Business/Personnel Services will give final approval of all intra-account transfers and the Board of Education will act on all inter-account transfers. If such items are approved, they will be requested on regular purchase order forms as if they appeared in the budget.

Submitted by: Thomas W. Johansen Name, Position Date: 9/18/2009

School/Bldg: Senior High

Items to be Purchased: Forensics travel, supplies and dues & fees

State why the budget transfer is necessary: Forensics will be dealt with in my budget instead of English

Explain why funds are available for transfer: Funds set up in English Budget previously

Indicate below the accounts and amount involved:

Amount	<u>Transfer From:</u>	<u>Transfer To:</u>
OK \$675.00 <sup>BOE</sup>	Acct No. <u>10-400-1342-122512-122-000-000</u> Title: <u>Employee Travel-Forensics &amp; Debate</u>	Acct. No. <u>10-400-1342-241000-241-000-000</u> Title: <u>Employee Travel-Office of Principal</u>
OK \$350.00	Acct No. <u>10-400-1411-122512-122-000-000</u> Title: <u>General Supplies-Forensics &amp; Debate</u>	Acct. No. <u>10-400-1411-241000-241-000-000</u> Title: <u>General Supplies-Office of Principal</u>
OK <del>460.00</del> <del>\$760.00</del>	Acct No. <u>10-400-1940-122512-122-000-000</u> Title: <u>Dues and Fees-Forensics &amp; Debate</u>	Acct. No. <u>10-400-1940-241000-241-000-000</u> Title: <u>Dues and Fees-Office of Principal</u>
	Acct No. _____ Title: _____	Acct. No. _____ Title: _____

[Signature]  
Approved By Principal

[Signature]  
Approved By Assistant Superintendent, B/PS

[Signature]  
Approved By Superintendent

Date: 9/18/09

Date: 12/3/09

Date: 12/7/09

Date Approved \_\_\_\_\_ or Disapproved \_\_\_\_\_ by the Board of Education \_\_\_\_\_